**Privacy Update June 2023**

**In line with our commitment to privacy and providing an improved user experience, we've transitioned from Google Analytics to Cabin Analytics, a privacy-centric analytics service.**

**Cabin Analytics offers us insights into user interactions with our site without using cookies or infringing on your privacy. This transition supports a more engaging user experience, aligns our practices with the latest privacy standards, and importantly, eliminates the need for cookie consent for analytics purposes on our site.**

**Privacy Policy**

This privacy policy applied between you (the User of this Website) and Oakhouse Business Services (the owner and provider of this website). At Oakhouse Business Services we take the privacy of your information very seriously and this privacy policy applies to our use of any and all data collected by us or provided by you in relation to your use of the website. **Please read this privacy policy carefully.**

**Definitions and Interpretation**

The following definitions apply to this privacy policy:

**Data** Collectively all the information that you submit to Oakhouse Business Services via the website. This definition incorporates, where applicable, the definitions provided in the Data Protection Act 1998.

**Cookies** A small text file placed on your computer by this website when you visit certain parts of the website and/or when you use certain features of the website. Details of the cookies used are set out in the clause below.

**We or Us** Oakhouse Business Services

**UK & EU** The Privacy & Electronic Communications (EC Directive) Regulations 2003 as

**Cookie Law** amended by the Privacy & Electronic Communications (EC Directive)(Amendment) Regulations 2011.

**User or You** Any third party that accesses the Website and is not either (i) employed by Oakhouse Business Services and acting in the course of their employment or (ii) engaged as a consultant or otherwise providing services to Oakhouse Business Services and accessing the Website in connection with the provision of such services

**Website** the website you are currently using – <https://oakhousebusinessservices.co.uk> and any sub domains of this website.

In this privacy policy, unless the context requires a different interpretation:

1. The singular includes the plural and vice versa
2. References to sub-clauses, clauses, schedules or appendices are to sub clauses, clauses, schedules and appendices of this privacy policy.
3. A reference to a person includes firms, companies, government entities, trusts & partnerships
4. ‘including’ means ‘including without limitations’
5. Reference to any statutory provision includes any modifications or amendments of it
6. The headings and sub-headings do not form part of the privacy policy.

**Scope of this privacy policy**

This privacy policy applies only to the actions of Oakhouse Business Services and users with respect to this website. It does not extend to any websites that can be accessed from this website including but not limited to, any links we may provide to social media websites.

**Data Collected**

We may collect the following data, which include personal data from you:

1. Name
2. E-mail Address
3. Contact Telephone Number
4. IP Address (automatically collected)

In each case, in accordance with this privacy policy.

**Our Use of Data**

1. For the purposes of the Data Protection Act 1998, Oakhouse Business Services is the ‘Data Controller.
2. We will retain any data for 12 months.
3. Unless we are obliged or permitted by law to do so, and subject to any third party disclosures specifically set out in this policy, your data will not be disclosed to third parties. This includes our affiliates and/or other companies within out group
4. All personal data are securely stored in accordance with the principles of the Data Protection Act 1998. For more details on security, see the clause below.
5. Any or all of the above data may be required by us from time to time in order to provide you with the best possible service and experience when using our website. Specifically, data may be used by us for the following reasons:
6. Internal record keeping

**Third Party Websites and Services**

Oakhouse Business Services may, from time to time, employ the services of other parties for dealing with certain processes necessary for the operation of the website. The providers of such services do not have access to certain personal data provided by the Users of this website.

**Links to Other Websites**

This website may, from time to time, provide links to other websites. We do not have control over such websites and are not responsible for the content of these websites. This privacy policy does not extend to your use of such websites. You are advised to read the privacy policy or statement of each website prior to using them.

**Changes of Business Ownership & Control**

Oakhouse Business Services may, at times, expand or reduce its business and this may involve the sale and/or the transfer of control of all or part of Oakhouse Business Services. Data provided by users will, where it is relevant to any part of our business, be transferred along with that part and the new owner or newly controlling party will, under the terms of this privacy policy, be permitted to use the data for the purposes for which they were was originally supplied to us.

We may also disclose data to a prospective purchaser of our business or any part of it.

In the above instances, steps will be taken to ensure privacy is protected.

**Controlling Use of Your Data**

Wherever you are required to submit data, you will be given the options to restrict our use This may include the following:

1. Use of data for direct marketing purposes and;
2. Sharing data with Third Parties

**Functionality of the Website**

To use all of the features and functions available on the website, you may be required to submit certain data.

You may restrict your internet browser’s use of cookies. For more information see the clause below (Cookies).

**Accessing your own Data**

You have the right to ask for a copy of any of your personal data held by Oakhouse Business Services (where such data are held). There is no charge for this request.

**Security**

Data security is of great importance to Oakhouse Business Services and to protect your data, we have put in place suitable electronic and management procedures to safeguard and secure data collected via this website.

If a password is required to access parts of the website, it is your responsibility to keep this password confidential.

We endeavour to protect your personal data however, transmission of information over the internet is not entirely secure and is done so at your own risk. We cannot ensure the security of your data transmitted to the website.

**Cookies**

This website may place and access certain cookies on your computer. Oakhouse Business Services uses cookies to improve your experience of using the website and to improve our range of services. Oakhouse Business Services has carefully chosen these cookies and has taken steps to ensure that your privacy is protected and respected at all times.

All cookies used by this website are used in accordance with current UK and EU Cookie Law.

Before the website places cookies on your computer, you will be presented with a pop-up box requesting your consent. By giving your consent to place to cookies, you are enabling Oakhouse Business Services to provide a better experience and service to you. You may, if you wish, deny consent to the placing of cookies, however, certain features of the website may not function as intended.

This website may place the following cookies:

**Analytical/Performance Cookies** This allows us to recognise and count the number of visitors and to see how visitors move around our website. This helps us improve the way our website works.

You can choose to enable or disable cookies in your internet browser. By default, most internet

browsers accept cookies but this can be changed. For further information, consult the ‘help’

function in your internet browser.

You can choose to delete cookies at any time. However, you may lose information that enables you

to access the website more quickly and efficiently, including but not limited to, personal settings.

It is recommended that you ensure your internet browser is up-to-date and you consult the help and

guidance provided.

**General**

You may not transfer any of your rights under this privacy policy to any other person. We may

transfer our rights under this privacy policy where we reasonably believe your rights will not be

affected.

If any court or competent authority finds that any provision of this privacy policy (or part thereof) is

invalid, illegal or unenforceable, that provision or part-provision will, to the extent required, be

deemed to be deleted, and the validity of the other provisions of this policy will not be affected.

Unless otherwise agreed, no delay, act or omission by a party in exercising a right or remedy

will be deemed a waiver of that or other right or remedy.

This agreement will be governed and interpreted according to the Law of England and Wales. All

disputes arising under the agreement will be subject to the exclusive jurisdiction of the English and

Welsh courts.

**Changes to this privacy policy**

Oakhouse Business Services reserves the right to change this policy as we may deem necessary from

time to time or as may be permitted by law. Any changes will be posted immediately on the

website and you will be deemed to have accepted the terms of the privacy policy on your first

use of the website following the alterations.

You may contact Oakhouse Business Services by email at: [oakhousebusinessservices@outlook.com](mailto:oakhousebusinessservices@outlook.com)